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14 February 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposal to Establish Special Courier Service for Transportation of Official Personnel Files between Agency Buildings

REFERENCE : (1) Memorandum for AD/P from DD/A, dated 18 January 1955; Subject - as above  
(2) Memorandum for DD/A from AD/P, dated 27 December 1954; Subject - Secure Transportation of Personnel Files to Agency Buildings  
(3) Memorandum for AD/P from C/PAS, dated 30 November 1954; Subject - Secure Transportation of Personnel Files (Staff Study)  
(4) Report of Special Task Force on Security of Personnel Records, dated 6 August 1954, from AD/P to Chief of Administration, DD/P  
(5) Memorandum for Chief of Administration, DD/P, from Assistant Management Officer, DD/P Area, Management Staff, DD/A, dated 19 January 1954; Subject - Staff Study of Personnel Records within Area Divisions and Senior Staffs of DD/P

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CHANGE in Class. ☐  
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CLASS. CHANGED TO TS S (C)  
BDA Memo, 4 Apr 77.  
Th: DDA REG. 77/1763  
To: 83/02/78 By: 008

1. Review of your memorandum of 18 January 1955, in which you disapprove of our request for a special courier, indicates a possible misunderstanding of the basis upon which our request was made. Such misunderstanding may have resulted from the use of the word "security" rather than "support" in the subject headings of the various documents. It is therefore requested that the matter be reconsidered in the light of the following additional information:

a. Regulation No. ☐ makes the Office of Personnel responsible for establishing, maintaining, and controlling the Official Personnel Files; and, in accordance therewith, the Office of Personnel has established a policy that Official Personnel Files are not to be transmitted by normal mail channels. Such files must be hand carried or transmitted by special messenger only.

b. Mr. ☐ Security Office representative in a discussion after the formal submission of our request, suggested that security could be improved through the use of existing Mail and Courier Branch vehicles, which would provide double protection for our proposed special courier and for the regular vehicle operator.

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c. With reference to the Management Staff position on this proposal, attention is invited to their report of 19 January 1954; Subject - Staff Study of Personnel Records within Area Divisions and Staffs of the DD/P. The following two paragraphs have been extracted therefrom:

Paragraph 3-2 states:

"One of the most solid comments of the Personnel Sections of Area Divisions and Senior Staffs is the lack of ready availability of the Official Personnel File Folder from the Personnel Office. Lacking immediate service from the Personnel Office, these Sections have attempted to generate a working file folder for each of their employees but with no assurance that they are in possession of all official documents."

Paragraph 4-2 states:

"In the interest of effective management, it is essential that the Official Personnel File Folders contain all individual actions. These folders should be maintained by the Agency Personnel Office but must be made more available to the operating Offices as a part of the service responsibility of the Agency Personnel Office."

d. The report of the Special Task Force on Security of Personnel Records, dated 6 August 1954, from the AD/P to the Chief of Administration, DD/P, part two, A-1-(a) - (6)-(e), states:

"It is recommended that arrangements be made for the secure transportation of Personnel Folders across public areas and highways."

e. Our initial Staff Study, dated 30 November 1954; Subject - Secure Transportation of Personnel Files (from C/PAS to AD/P), was generated by the report of the Special Task Force on Security of Personnel Records and was concurred in by the Chief of Administration, DD/P.

f. The existing service provided by the Mail and Courier Branch, Administrative Staff, Logistics Office, is from the Office of Personnel mail room to the central mail desks of the various Offices of the Agency. This means that the six trips made by their vehicles are controlled only as relates to external transportation between key buildings, not within the buildings. DD/P

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controls its mail service through its Records Integration Division, FI Staff, which in turn makes an internal distribution to the Area Divisions and Staffs. The time involved on this aspect of the in-transit problem is not as easily controlled; and, instead of having only one person involved, we now have three separate organizations (Personnel, Logistics, and RI/FI, DD/P) supplying personnel as middle-men between the supplier and the requestor. In addition, within DD/P there are some twelve separate components to which RI/FI delivers mail (mail desks) and from which distributions are made further within the component to the Personnel Officer and thence to the requestor.

g. A special courier (grade GS-4 or GS-5) would replace the present army of file collectors (whose grades range from GS-4 to GS-15) coming from the various Agency components and would materially reduce the necessity for Placement Officers (grades GS-9 to GS-14) having to provide special delivery service in conjunction with their other duties. The minimum saving in time and money which such courier service would permit, let us say, would be the difference between twenty people (average grade GS-7) and one full-time GS-4 or GS-5 being absent from their normal duties for thirty minutes, plus the advantage and efficiency of a single person transporting numerous files at one time, as opposed to many persons transporting only one or a few files, and the fact that the file room can operate with a minimum of interruption when only one person is obtaining files.

h. Providing a special courier to the Office of Personnel to transport Official Personnel Files from the Office of Personnel to the Personnel Officers of the major components of the DD/P, and such other Agency components as is warranted, would permit service within a maximum of two hours from time of request, require only one initial accountability for the file outside the Office of Personnel, and facilitate the location and/or transfer of the file between the "using" components.

1. The cost of a special cart-type bicycle is estimated at between \$50 and \$75 according to Mr. [REDACTED] Logistics Office. The RI/FI Staff of DD/P was originally contacted with a view to obtaining use of one of their bicycles within Buildings I, J, K, and L; but we were advised that such vehicles were in almost constant use.

2. It is requested that the following requirements be approved in lieu of those originally proposed in our memorandum of 27 December

1954:

a. A special courier be assigned to the Office of Personnel on a full-time basis.

b. The special courier be permitted to utilize the existing

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vehicle services of the Mail and Courier Branch, Logistics Office, for transit between Agency Buildings (external).

- c. A cart-type bicycle be provided the Office of Personnel for use by the special courier while making internal runs throughout the areas of Buildings I, J, K, and L.

Harrison G. Reynolds  
Assistant Director for Personnel

CONCUR:

101  
Chief, Management Staff

16 Feb. 1955  
Date

APPROVED:

121  
Deputy Director (Support)

26 March 1955  
Date

PAS   EJS (14 Feb 55)

**Distribution:**

- 0 & 1 - Addressee
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